

JOB DESCRIPTION
Executive Assistant
Vacancy Ref: N1639

Job Title: Executive Assistant	Present Grade: 6S
Department/College:	Vice-Chancellor's Office
Directly responsible to:	Senior Executive Officer
Supervisory responsibility for:	n/a
Other contacts External: Members of Royal Households; Ministerial Offices, Shadow Cabinet; House of Lords; HEFCE, BEIS, UUK, UCEA, VIPs from UK and International Organisations; Research Councils; UK/Overseas Universities and Colleges; Public and Private Sector Organisations; Press & Media; Members of the Public. Internal: Chancellor, Pro-Chancellor, Deputy Pro-Chancellors, Vice-Chancellor, Deputy Vice-Chancellor, Pro-Vice-Chancellors, Chief Administrative Officer & University Secretary, Professional Services Directors, Student Union President/Sabbatical Officers plus all Faculty Deans, Heads of Departments, Academic and Administrative Staff and Students.	
Major Duties: Working on own initiative to provide a confidential and professional executive support service to the Pro Chancellor, and Deputy Vice-Chancellor. Also, in the absence of the Senior Executive Officer, to assume responsibility for the management of the Vice-Chancellor's offices and senior management team including administrative staff and the VC's residence. Additionally providing high-level project support to the Senior Executive Officer and Senior Officers as required.	
Main duties: <ol style="list-style-type: none"> 1. To maintain (electronic) schedules for the co-ordination of the Deputy Vice-Chancellor and Pro Chancellor and liaise with them in order to forward plan - taking into account current objectives of the University. 2. To arrange all internal/external appointments/programmes for the Pro-Chancellor and Deputy Vice-Chancellor, and where appropriate others, ensuring that all reading material is available and actions brought to their attention in advance of daily meetings. Responsibility for advising of impending deadlines and assisting with the preparation of material, which is often of a confidential and sensitive nature. 3. To be fully informed and aware of University established policy and implementation of revised policy at all times and offer advice on protocol and Higher Education systems, and how to respond to any communications when received. 4. To assist the Deputy Vice-Chancellor in achieving the strategic vision of the University by successfully and diplomatically communicating/networking with contacts thus creating a reliable and respected reputation for the University. To also continue to develop established networks and to build own personal relationships/networking chains with external bodies, and foster existing relationships with external organisations for the University. 5. To manage and oversee the organisation of all travel arrangements and documentation for the extensive overseas travel programmes i.e., flights; visas; hotel accommodation; health insurance; currency, etc., with the Senior Management Travel Co-ordinator; liaising with overseas representatives and also co-ordinating invitations/itineraries for distinguished overseas dignitaries to the University for the senior management team. 	

6. Responsible for monitoring expenditure for international trips i.e., preparing travel expenses, Advances and reclaiming monies back. Preparation of per diem data and reconciliation and compilation of Barclaycard expenses to ensure accurate and timely processing of submissions and investigate any anomalies. Act as first point of contact for all financial matters.
7. Using own initiative to respond and act efficiently and effectively to all electronic or verbal enquiries by prioritising and responding where possible ensuring deadlines are met.
8. To act on behalf of the Pro-Chancellor, Deputy Vice-Chancellor, with particular regard to the requests for the execution of specific work to other members of staff ensuring that the outcome of such work is returned with deadlines specified.
9. Ability to communicate diplomatically and effectively with all external/internal contacts as initial point of contact. Advice given to senior colleagues regarding protocol for hosting special lectures and other events, and requirements when chairing interview panels.
10. To provide a comprehensive confidential support service to the new Pro-Chancellor which will include working with her/his external contacts and providing information on the University protocol together with all other administrative duties as required.
11. At the request of the Deputy Vice-Chancellor, Vice-Chancellor, Senior Executive Officer, or any other member of the senior management team to independently research confidential, controversial or restricted data/material required for various projects, which will be used to inform the content of reports or for discussion at UMAG/University Committees and Working Groups.
12. To provide hospitality for visitors including the setting and clearing of meetings; arranging catering and to meet and greet both internal/external attendees. Also ensuring computer/data projection equipment is in place, as required.
13. To service meetings as required consisting of drafting the agenda; Minute taking; timescales involved; liaising with members of committees; the preparation/designing of PowerPoint presentations; compilation of meeting papers and any follow up actions on behalf of the University for external bodies/boards and for internal meetings.
14. To provide a comprehensive confidential and efficient filing system to ensure immediate responses to any requests.
15. In the absence of the Senior Executive Officer to take responsibility for the management of the VC's Office, including prioritisation of administrative workloads as required and taking forward any urgent matters/existing commitments and making decisions where necessary.
16. Working closely with the Senior Executive Officer to ensure best practice for the VC's office and also on specific projects i.e. developing new areas for collaboration internationally, projects specifically for the strategic enhancement of the university for and on behalf of the Deputy Vice-Chancellor.
17. To provide cover, in the absence of any of the support staff within the VC's Offices, to the Pro-Vice-Chancellors, Chief Administrative Officer & University Secretary, Director of Strategic Planning, UG/PG Deans and the Finance Director as required.
18. To advise, when appropriate, other support staff on use of IT software programmes and video/telephone conferences. To advise, on the handling/production of their project work as required.
19. To be responsible for monitoring and the upkeep of central database of contacts for the Vice-Chancellor and other Senior Officers. To oversee the development of the VC's shared drive to ensure maximum efficiency.

20. Initial induction and training given to newly appointed Executive/Personal Assistants in the VC's office. Mentoring undertaken also with newly appointed Senior Personal Assistants to the University when requested by the Faculties and Departments. Involvement in the recruitment process for new staff and motivate and lead other support staff to promote best practice, ensuring the changing demands of an extremely busy office/University are met.
21. To lead and co-ordinate a termly institutional meeting of all the University Personal Assistants, Divisional Officers, College managers (PANDA) as part of the internal communication strategy, (Acting on behalf of the Senior Executive Assistant).
22. To represent the university nationally or regionally in a voluntary capacity.

Standard Practice

23. To have the workload of this position reviewed as required, particularly when significant changes occur, e.g. alteration to the senior officers carrying out different roles as consequence their expectations on provision of support.
24. To execute any other duties appropriate to the grade as directed by the, Vice-Chancellor, Deputy Vice-Chancellor, and Senior Executive Officer.